



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Fire Marshal's Office	JOB GRADE:	12
JOB TITLE:	Fire Inspector	BI-WEEKLY SALARY:	\$2,115.38
LOCATION:	Fire Marshal's Office (Conroe, TX)	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (8:00 am – 5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

Education, Experience and Skill Requirements

- Must possess a High School Diploma or GED, college degree preferred
- Candidate must be certifiable at a minimum as a Basic Peace Officer with TCLEOSE
- Must be certified by the TCFP as a Basic Inspector
- Must possess a valid Texas Driver's License and a clean driving record
- A minimum of two years of technical experience in one or more of the following areas: Fire Inspection, Building Inspection, Fire Protection Engineering, Fire Investigation, Fire Suppression, Fire Protection Systems Installation or Fire Prevention Education. Training in NFPA Fire Inspections and Plans Review
- Experience in inspection of hazardous materials storage and handling, with preference of having certification as a Technician by TCFP
- Candidate shall maintain and keep current all required certifications as required by the respective State certification agencies
- Demonstrate the ability to handle multiple tasks while maintaining accuracy, quality of detailed work and timeliness to meet deadlines as required
- Excellent reading, comprehension and writing skills with effective oral and written communication skills
- Comprehensive knowledge of Microsoft Office professional software and knowledge of databases used within fire service
- Bilingual communication skills highly desired (English/Spanish)
- Demonstrate exceptional interpersonal skills
- Must be physically able to perform moderate to heavy dragging or lifting
- Must be physically able to walk, stoop, bend and crawl while sometimes wearing SCBA and or other protective clothing
- Flexible work schedule to meet emergency response and project time lines
- Ability to work for long periods of time with little or no direct supervision
- Meet objectives with self-motivation and creative skills
- Think independently and work well in a fast paced environment
- Ability to develop strong working relationships with others and be an effective team member
- Handle sudden changing work conditions and assignments
- Working knowledge of government, association and industry sources for effective programs
- Have a working knowledge and experience of emergency service delivery, preferably with volunteer or combination agencies
- Ability to be able to travel out of town (10% of the times) with occasional overnight stays

Primary Job Duties

- The fire inspection process involves communicating and corresponding with the business, researching the history of the occupancies and reviewing hazardous materials or other relative documentation
- Conduct Plans reviews, site inspections, document fire code violations, follow up on prior inspections
- Work with management on fire system maintenance issues until compliance is achieved
- Conduct code inspections of assigned occupancies located with the unincorporated areas of Montgomery County
- Respond to request, complaints and or in support of other government agencies
- Inspector will be called upon to represent the County in legal matters pertaining to fire safety, code violations and criminal activities
- Responsible for interpreting policies, procedures and laws pertaining to fire codes and fire safety.
- Conduct life safety events such as fire drills and working with owner/occupants to ensure the highest life safety protection is in place
- Any other duties as assigned by the Fire Marshal's management

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	543-6406-2	Requisition No:	
Date Posted:	08/25/2014	Equal Employment Opportunity Employer	